

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/14/2014		2. CONTRACT NO. (If any) EP-W-13-016		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0015		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: N. Jay Bassin				f. SHIP VIA	
a. NAME OF CONTRACTOR ENVIRONMENTAL MANAGEMENT SUPPORT INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8601 GEORGIA AVE STE 500 3015895318				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209103439		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 106741598 This action initiates TO 0015, with a Period of Performance from 01/14/2014 through 01/15/2015 at a ceiling of \$250,403.00. The Contractor's proposal dated December 16, 2013 is hereby Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$250,403.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Christie Deskiewicz
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/14/2014	CONTRACT NO. EP-W-13-016	ORDER NO. 0015
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>incorporated by reference. This TO is incrementally funded; a cumulative amount of \$110,000.00 has been drawn down from the contract level and allocated to this TO. The contractor shall not work past the \$110,000 funds ceiling until additional funds are obligated. John Quander is appointed as TOCOR. Ed Gilbert is appointed as the Alt. TOCOR. Esther Williford is the PO.</p> <p>TOPO: John Quander Max Expire Date: 09/02/2018</p> <p>Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Accounting Info: 13--T-72BA-303DD2-2505-HQ00BM00--1372BJ5019-001 BFY: 13 Fund: T Budget Org: 72BA Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1372BJ5019-001 Period of Performance: 01/14/2014 to 01/15/2015</p> <p>Contract Funding_OSRTI Management and Analytical Support</p> <p>The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

OSRTI Management and Analytical Support

SMALL BUSINESS CONTRACT

EP-W-13-016

TITLE: Support for EPA Sponsored Organizations/Workgroups: (General Technical Support, Training, and Technical Transfer Activities (TIFSD/TAB))

RFO#: 0015

Estimated LOE: 2,061

TASK ORDER STATEMENT OF WORK

I. BACKGROUND

The mission of EPA is to protect human health and the environment. OSWER is an Agency component that is responsible for programs articulated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, or Superfund) of 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986; the Resource Conservation and Recovery Act (RCRA) of 1976 and amendments; and other legislation and Agency directives related to the characterization, remediation, and monitoring of solid and hazardous wastes. OSWER provides policy, guidance and direction for the Agency's emergency response and waste programs. It develops guidelines for the land disposal of hazardous waste and underground storage tanks. It provides technical assistance to all levels of government to establish safe practices in waste management. It administers the Brownfields program, which supports state and local governments in redeveloping and reusing potentially contaminated sites. It also manages the Superfund program, which responds to abandoned and active hazardous waste sites and accidental oil and chemical releases. Finally, it encourages innovative technologies to address contaminated soil and groundwater.

The mission of OSWER's Office of Superfund Remediation and Technology Innovation (OSRTI) is to return contaminated areas of land associated with Superfund sites to communities for safe reuse in a healthy environment. The purpose of the OSRTI Management and Analytical Support Contract is to provide support primarily to the OSRTI program in the planning, management and oversight of the program authorized under CERCLA and SARA. The contractor will provide support through this contract to the three OSRTI divisions: the Technology Innovation and Field Services Division (TIFSD), the Assessment and Remediation Division (ARD), and the Resource Management Division (RMD).

TIFSD is a recognized leader in the development and field application of innovative site characterization approaches and technologies for the remediation of hazardous waste sites across EPA's Superfund, RCRA, Brownfields, Underground Storage Tank, and Federal Facility national program offices. TIFSD provides direct expert technical assistance to EPA's regional Remedial Project Managers (RPMs) and serves as a resource to technology vendors, consulting engineering firms, industry, academic institutions, other federal agencies, state site project managers, and the general public that are considering the use of new technologies to cleanup sites contaminated with hazardous materials. For over 20 years, TIFSD has provided technology cost and performance information; hosted free technology webinars; sponsored and supported national and international training conferences, seminars, workshops and meetings; and produced remediation publications (fact sheets, guidance

documents, newsletters, technology evaluation reports, citizen's guides and electronic online searchable resources and databases.

II. SCOPE OF WORK

The scope of this Task Order will support the "Program Mission" of TIFSD to identify, evaluate and disseminate information on new technologies and approaches to remediate hazardous waste sites.

Work to be performed under this Task Order aligns with the following Task Areas of the contract Statement of Work: Task Area 3, "Conducting Technical Research/Transfer of Technical Information", Task Area 6, "Providing Support for Training, Conferences and Meetings".

As described below, the purpose and scope of this task order is for the contractor to provide support to several workgroups sponsored or otherwise supported by TIFSD.

III. PERIOD OF PERFORMANCE

The effective period of performance for this Task Order (TO) will be the date of award through January 15, 2015.

The Government may chose to modify the TO, prior to the expiration of the effective period of performance, to extend the effective period of this task order or increase the quantity of labor ordered.

IV. PROJECT TASKS

GENERAL MANAGEMENT AND COST PROPOSAL PREPARATION

TASK 1. Technical Support Project (TSP) and National EPA Workgroups General Technical Support

TIFSD manages supports and participates in several technical organizations within EPA, other Federal Government Agencies, State Agencies, and collaborative groups focused on hazardous waste site cleanup. Under this Task Order the Contractor will support the following organizations:

Subtask 1A. Ground Water Forum (TSP) Group

The Groundwater Forum is a group of expert groundwater scientists/hydrogeologists that support EPA's Regional Superfund and RCRA programs. GWF also includes 'Friends of the Forum' participants from other federal and state agencies. This forum works closely with EPA's laboratories and EPA OSWER offices on the development and review of groundwater guidance and policy documents, promotion of state-of-the-practices to EPA program offices on groundwater remediation technologies, and training for RPMs and others from EPA regional offices. This forum is coordinated by OSRTI TIFSD's Technology Assessment Branch.

Subtask 1B. Engineering Forum (TSP) Group

The Engineering Forum is a group of EPA RPMs engineers and scientist that support the Superfund and RCRA program offices with remediation engineering issues. EF also includes 'Friends of the Forum' participants from other federal and state agencies. These experts focus on the use of green and sustainable technologies for waste site cleanups, remedial technology engineering issues, policy and guidance document development and review,

and training development for RPMs. This forum is coordinated by OSRTI TIFSD's Technology Assessment Branch.

Subtask 1C. Federal Facilities Forum (TSP) Group

The Federal Facilities Forum is group of regional RPMs and national technical experts that provide EPA oversight to Federal Facilities Superfund sites and coordinate and collaborate with OSWER's Federal Facilities Restoration and Reuse Office (FFRRO). This group primarily focuses on policy and remediation issues at active and former military facilities, Department of Energy sites, and all federal properties requiring cleanup and long term management or transfer to communities. This forum is co-coordinated by OSRTI TIFSD's Technology Assessment Branch and OSRTI FFRRO.

Subtask 1D. Vapor Intrusion National Workgroup

The Vapor Intrusion Forum members are from EPA regional offices, labs, and headquarters and share information on investigation and mitigation of sites potentially impacted by vapor intrusion. This forum is led by staff from OSRTI ARD's Science Policy Branch.

Subtask 1E. Contaminated Sediments National Workgroup

The Contaminated Sediments Forum consists of EPA regional, headquarters, and labs, and Army Corps of Engineers professionals who deal with sediment contamination sites and issues. The group shares information on problems encountered and new approaches to site characterization and cleanup. This workgroup is led by staff from OSRTI ARD's Science Policy Branch.

Task 1A - 1E Activities

This Task includes workgroup routine conference call support and technical work product support.

The Contractor will provide support to these groups for these subtasks as described in the following paragraphs. Since EPA resources to support these workgroups come from different sources, the TOCOR will use the contractor's subtask tracking of costs and activities to appropriately provide the contractor technical direction and complete invoice processing to ensure accountability to the financial sponsors of the actions.

The Contractor will provide conference call/routine meeting support for each workgroup. The Contractor should assume that each meeting will require coordination with workgroup co-chairs to receive and distribute the meeting agenda and pre-meeting materials to invitees/members, attendance and note taking for a 1.5 hour meeting, and preparation of abbreviated draft meeting minutes. The workgroup co-chairs will be responsible for revising and finalizing meeting minutes and providing them to the Contractor for distribution to members, as well as to invitees and EPA sponsored websites as approved and directed by the TOCOR

The Contractor should anticipate and budget up to 6 technical products per year for the performance period, prepared in total for the GWF, EF, and FFF (i.e. each workgroup will not develop 6 products) These will include issues papers, facts sheets, presentations/briefing materials and training products. The Contractor will provide assistance in the development of issue papers. This will include outlining, formatting, editing, draft distribution and review, incorporating comments and formatting the product for web posting. The TOCOR will provide specific guidance as needed to the Contractor regarding development of facts sheets and presentation/briefing materials, and training products. For estimating purposes, the Contractor will assume it will develop two technical issue papers of 10 page length each, one fact sheet, two presentations/briefing materials packages of 40 slides pages each, and one training module of 40 slides pages. The Contractor will also assume each technical product

will undergo two rounds of revision based on technical comments and one round of revision exclusive to formatting and syntax.

The Contractor should anticipate and budget specific ongoing support activities for webinars, general web site content support/updating group information, electronic mailing and distribution and participating in monthly forum co-chair conference calls. For estimating purposes the Contractor will assume 6 technical webinars to the support the TSP Forums. This will include working with the co-chairs to set-up and register participants, advertising the webinar and coordination with the presenters.

The Contractor will provide support to the TSP Forums attending and supporting the National Association of Remediation Project Managers (NARPM) annual training conference. The specific support activities to be performed by the Contractor will include logistical support/planning for national meetings/conferences/training events, agenda development, material preparation and distribution, meeting facilitation, registration services, special mailings, coordination with EPA training coordinators and EPA training support contractors for hotel meeting space, audio and visual services, and post meeting activities. This Task Order may require the Contractor to provide travel assistance for up to 3 non- federal guest speakers and trainers supporting EPA sponsored events. The contractor services that will be required may vary for the groups and may depend on the needs of the TSP Forums and workgroup. For estimating purposes, the Contractor should assume forum support for the annual training conference will include 3 additional 1.5 hour planning conference calls for each TSP Forum, preparation of draft minutes from each planning conference call, registration coordination with forum co-chairs and other EPA training support contractors, training agenda development support, training materials distribution to attendees, training/presentation material preparation support consisting of technical review and editing of presentation slides for 6 presentation of 40 slides length apiece, on-site meeting/training facilitation at NARPM for each individual forum lasting 3 days, and preparation of a brief meeting/training synopsis no longer than 6 pages.

DELIVERABLE	DUE DATE
TSP - Up to 6 Technical Products per year TSP - Conference Call Summaries All Forums/Co-Chairs (Up to 48 per year)	TBD
TSP/NARPM Annual Meeting (1 Meeting Estimate- Spring 2014)	TBD
Sediment Workgroup Up to 12 Monthly Conference Calls per year <hr/> Vapor Intrusion Workgroup Up to 12 Monthly Conference Call per year	TBD

TASK 2. Federal Remediation Technology Roundtable Support (FRTR)

The Federal Remediation Technologies Roundtable (FRTR) works to build a collaborative atmosphere among federal agencies involved in hazardous waste site cleanup. The FRTR was established in 1990 to bring together top federal cleanup program managers and other remediation community representatives to:

- Share information and learn about technology-related efforts of mutual interest,
- Discuss future directions of the national site remediation programs and their impact on the technology market,

- Interact with similar state and private industry technology development programs, and
- Form partnerships to pursue subjects of mutual interest.

Since its inception, collaborative efforts among the FRTR member-agencies have led to technology development and demonstration partnerships with private developers, a more consistent and unified federal approach to technology evaluation and regulatory acceptance, and a variety of technology transfer tools and other information resources.

The FRTR meets twice a year to establish processes for applied technology information exchange and to consider cooperative efforts of mutual interest. Specific activities are also undertaken by ad hoc subcommittees, through existing training and education mechanisms, and through co-sponsored meetings. The FRTR develops strategies and information projects, and it analyzes remedial problems that will benefit from the application of innovative technologies.

Subtask 2A. Bi-Annual General Meeting Support

The Contractor will support the planning, development, and implementation of two FRTR meetings each year of the Period of Performance. The contractor will support EPA and FRTR member Agencies with the development and preparation of meeting agendas, distribution of meeting email notifications, meeting registration and check-in, production and delivery of meeting materials/briefing packages to participants before each meeting, preparation of graphics materials and visual aids to support meeting presentations, speaker/presenter coordination, and preparation of summaries of discussions held at each meeting.

For planning purposes, the Contractor should assume to travel to the EPA Potomac Yard building in Arlington, Virginia to support the two general meetings.

Subtask 2B. Committee Support

The Contractor will support the planning, development, and implementation of meetings and/or conference calls of the FRTR Executive Steering Committee, and other FRTR sanctioned groups of member Agencies (presently there are four subcommittees: Green and Sustainable Remediation/Optimization, Vapor Intrusion, Alternative End Points, and Website Content). This support may involve the development and preparation of meeting agendas, distribution of meeting/conference call email notifications, production and delivery of meeting materials/briefing packages to participants before each meeting, and preparation of detailed summaries of discussions held during each meeting/conference call.

For planning purposes, the Contractor should assume to support, each year of the Period of Performance, up to six Executive Steering Committee meetings/conference calls and three meetings/conference calls for each FRTR subcommittee or other FRTR sanctioned group. Executive Steering committee meetings are assumed to be four 1.5 hour calls and two 4-hour meetings in the DC-area. Subcommittee meetings are assumed to be conference calls of 1.5 hour duration.

Subtask 2C. Website Content Support

The Contractor will provide intermittent support for the content of the FRTR website (presently at <http://www.frtr.gov>). The general operation and maintenance of FRTR website is being provided under a different Task Order for this contract. **The activities described in this Task Order do not include Information Technology services.** Therefore, support under this Task Order will be limited to providing for upload to the website manager revised/updated html pages, documents and links, and limited technical content.

The Contractor will also provide content maintenance for the html pages of the website that pertain to cost and performance and optimization information, including on-line searchable database content.

DELIVERABLE	DUE DATE
Subtask 2A. - Meeting Summary	30 days following each meeting
Subtask 2B. - Subcommittee Meeting/Conference Call Summary	10 days following each meeting/conference call
Subtask 2C. - Website Support	As needed.

TASK 3. Wood Treater Community of Practice (COP) Support

Wood treater sites are a significant class of sites on the CERCLA National Priorities List (NPL). While less prevalent on the NPL, former Manufactured Gas Plant (MGP) sites are actually more numerous across the country and are being handled under a variety of federal and state programs. Wood treater and former MGPs share the characteristic that polynuclear aromatic hydrocarbons (PAHs) are often a principal contaminant of concern. Thus while the sites may differ in size, location, hydrogeology, proximity to water bodies, etc., they are likely to employ similar tools for site characterization and may also consider a similar set of remedial alternatives.

The purpose of this work assignment is to support TIFSD in establishing a ‘Community of Practice’ for Wood Treater and former MGPs. Although the focus is mainly on these two site types, other sites with PAH contamination – e.g., coke plants and creosote manufacturing facilities are also included. As the name implies the purpose of the Community of Practice is to improve communications and sharing of lessons learned among RPMs and OSCs within EPA Regional offices who are managing these types of sites.

Subtask 3A. Refine Options and Select a Path Forward

An Options Paper regarding the scale and scope of a Wood Treater/former MGP Community of Practice was previously developed by the contractor through collaboration with TIFSD on a different contract. Under this Subtask, the contractor will provide support to TIFSD in refining the options listed within the Options Paper and selecting a path forward. The contractor will prepare a brief summary document capturing the choices made regarding the path forward. For planning purposes, the contractor should assume administrative support in up to 2 conference calls with regional and state personnel and capturing the outputs from such activities. The resource implications of various options are particularly important in a time of constrained resources. Earlier resource estimates should be refined during this Subtask.

Subtask 3B. Support TIFSD in the Roll-Out and Initial Six Months Implementation of the Community of Practice

The contractor will provide support to TIFSD in the initial implementation phase of the Community of Practice and for the first six months thereafter. It is envisioned that web-based tools and resources will form the ‘backbone’ of the Community of Practice, augmented as appropriate by real-time webinars and conference calls. For planning purposes, the contractor should assume supporting up to 3 webinars of 2-hour duration and 4 conference calls of 1.5 hour duration.

Subtask 3C. Support TIFSD in Maintenance and Enhancement of the Community of Practice

The first six months of implementation of the Community of Practice will ‘ground truth’ the utility of the community of practice concept, and provide a more concrete idea of the information and activities which the practicing community find useful and the resource implications of providing the necessary services. For planning purposes, the contractor should assume supporting up to 4 webinars per year and up to 6 conference calls per year.

DELIVERABLE	DUE DATE
Subtask 3A. Path Forward Summary document	Within 60 days of award
Subtask 3B. Support for Roll-out and implementation	Ongoing for 6 months following selection of path forward
Subtask 3C. - Long term O&M	To be determined

TASK 4. National Association of Remedial Project Managers (NARPM) - In-Reach Support

The Contractor will support a proposed national workgroup/forum of EPA HQ/Regional staff to promote the services, activities and tech transfer products of NARPM for its member RPMs and OSCs. Specific task may include the development of a newsletter, web site information on NARPM events and other proposed products. The TOCOR will host a Conference Call with the group to determine the deliverables for the period of performance.

The Contractor should anticipate and budget up to one electronic newsletter of 12 pages length and one other product to be determined but, for estimating purposes, assumed to be a 6 page service bulletin-style fact sheet.

The Contractor should anticipate and budget up to 4 Conference calls per year of 1.5 hour duration each.

DELIVERABLE	DUE DATE
Newsletter and other products (to be determined by the workgroup)	TBD
5 Conference Calls per year	TBD

TASK 5. State Coalition for the Remediation of Drycleaners (SCRD) Support

The Contractor will participate in periodic conference calls and coordinate if needed SCRD Web Site updates of general technical information. The Contractor should estimate up to 50 hours for the performance of Task 5 for the period of performance per year.

DELIVERABLE	DUE DATE
Conference Calls (up to 8 conference calls as needed per year)	TBD
Coordination Role – Website content updates as needed	TBD

V. POINTS OF CONTACT

Task Order Contract Officer Representative (TOCOR)

Name: John Quander

Office: USEPA OSWER/OSRTI/TIFSD/TAB, 1200 Pennsylvania Avenue, Washington D.C. 20460

Phone: 703-603-7198

Fax: 703-603-9135

Email: Quander.john@epa.gov

Alternate Task Order Contract Officer Representative (ATOCOR)

Name: Edward Gilbert

Office: USEPA OSWER/OSRTI/TIFSD/TAB, 1200 Pennsylvania Avenue, Washington D.C. 20460

Phone: 703-603-8883

Fax: 703-603-9135

Email: Gilbert.Edward@epa.gov

VI. TERMS AND CONDITIONS

The following additional terms and conditions are requirements of this task order:

Travel

Local and regional travel will be required for this Task Order. Contractors are required to follow Federal Travel Regulation (FTR) in affect at the time of the travel for local and CONUS travel, and are required to follow the Joint Travel Regulations (JTR) for in effect at the time of the travel for OCONUS travel. The contractors work plan must include a cost-estimate breakdown indicating number of trips, number of travelers, destinations to and from, purpose and cost (e.g., mileage, transportation costs, and subsistence rates).

The Contractor should budget travel for up to 4 support staff to attend the NARPM/TSP Training Conference/Meetings planned for the spring of 2014. This event is usually 5 days and may require weekend travel. Several locations are under consideration that may require air travel.

The Contractor may be required to provide travel assistance to State, non-EPA federal staff and private experts that may be requested to teach and provide training/presentations at the NARPM/TSP meetings. A limited amount of budget should be anticipated for this support and must be approved by the TOM. For estimating purposes, the contractor should assume a total of three non-EPA staff would require travel assistance.

Deliverable Electronic File Formats

Unless otherwise directed by the TOCOR, the contractor should provide all final deliverables electronically to the TOCOR in all native file formats (e.g., Microsoft Word *.docx, Microsoft Excel *.xlsx), desktop publishing file formats (e.g., Adobe InDesign *.indd), ePub and MOBI eReader-compatible formats, and as a 'camera-ready' PDF file.

75 % Funds Expended Notification

The Contractor will notify the TOCOR, COR and CO by email when it has expended 75% of the obligated funds on this Task Order (even if this occurs in between invoice submissions). Additionally, the Contractor will advise the TOCOR, COR, and CO whether the remaining funds are sufficient to complete the remaining work in this TO and, if not, provide information sufficient to inform EPA what work cannot be completed for the available obligated funds so that EPA may determine whether to amend the Task Order to reduce its scope, increase its total value, extend the period of performance, or accept work as-is.

Status Reporting

The contractor will prepare monthly progress and financial management reports, accurately record the LOE expended, and clearly articulate the work completed, work planned for the subsequent month, identification of problems encountered, and redemption activities. These reports will include pending and in-progress projects; activities completed for the various tasks and subtask, a detailed budget status for the Task Order and planned activities for the upcoming month. Reports may be submitted electronically. *For this Task Order, the contractor should additionally break-out time and material costs by Tasks and Subtasks. The contractor will provide additional cost and LOE breakouts as requested by the TOCOR by Technical Directive or Amendment to this TO.*

DELIVERABLE	DUE DATE
Monthly Status Report	Monthly

Quality Assurance Project Plan

The Contractor shall prepare a Quality Assurance Project Plan (QAPP) for the accomplishment of this Task Order. In accordance with EPA's Quality System, the plan will also define and assign quality assurance (QA) and quality control (QC) responsibilities and describe the QA/QC processes and procedures to be implemented for all Tasks. A draft of Contractor's QAPP shall be submitted to and approved by EPA prior to commencing Tasks under this Task Order.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
001		02/27/2014		PR-OSWER-14-00133			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENVIRONMENTAL MANAGEMENT SUPPORT INC							
Attn: N. Jay Bassin				9B. DATED (SEE ITEM 11)			
8601 GEORGIA AVE STE 500							
3015895318							
SILVER SPRING MD 209103439				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-13-016			
				0015			
				10B. DATED (SEE ITEM 13)			
				01/14/2014			
CODE 106741598		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$10,000.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	52.232-22 Limitation of Funds						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 106741598							
TOPO: John Quander Max Expire Date: 09/02/2018							
The purpose of this modification is to add incremental funding in the amount of \$10,000.00 to this Task Order. The new total funded amount of this Task Order is now \$120,000.00. The total Task Order ceiling remains at \$250,403.00.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$10,000.00							
CHANGES FOR LINE ITEM NUMBER: 1							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christie Deskiewicz			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED			
(Signature of person authorized to sign)				02/27/2014			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0015/001

PAGE

OF

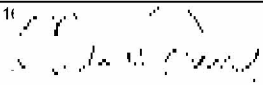
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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this modification: \$10,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14--T-72DP-303DD2-2505-HQ00BM00--1472DP5001-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 72DP Program (PRC) 303DD2 Budget (BOC) 2505 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1472DP5001-001 Amount: \$10,000.00 Subject To Funding: N</p> <p>Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 01/14/2014 to 01/15/2015</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		08/06/2014		PR-OSWER-14-00423			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENVIRONMENTAL MANAGEMENT SUPPORT INC							
Attn: N. Jay Bassin				9B. DATED (SEE ITEM 11)			
8601 GEORGIA AVE STE 500							
3015895318							
SILVER SPRING MD 209103439				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-13-016			
				0015			
				10B. DATED (SEE ITEM 13)			
				01/14/2014			
CODE 106741598		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$65,000.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	52.232-22 Limitation of Funds						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 106741598							
TOPO: John Quander Max Expire Date: 09/02/2018							
The purpose of this modification is to add incremental funding in the amount of \$65,000.00 to TO 0015 on EP-W-13-016. These funds are for the approved SOW, which has a PoP through 01/15/2015. The new total amount obligated to this TO is \$185,000.00. The contractor shall not work beyond this point. The TO ceiling remains at \$250,403.00.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$65,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christie M. Deskiewicz			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED			
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE		08/06/2014	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0015/002

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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$65,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-72BA-303DD2-2505-HQ00BM00-1472BJ5020-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 72BA Program (PRC) 303DD2 Budget (BOC) 2505 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1472BJ5020-001 Amount: \$65,000.00 Subject To Funding: N</p> <p>Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 01/14/2014 to 01/15/2015</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
003		03/11/2015		PR-SRRPOD-15-00118	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
SRRPOD		SRRPOD			
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENVIRONMENTAL MANAGEMENT SUPPORT INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-13-016 0015	
				10B. DATED (SEE ITEM 13)	
CODE 106741598		FACILITY CODE		01/14/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$68,630.69
Net Decrease: -68,915.45

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number: 106741598
TOCOR: John Quander Max Expire Date: 09/02/2018
The purpose of this action is to de-obligate \$68,915.45 from Task Order 0015 so that it can be shifted to Task Order 0021, which is a direct follow-on from Task Order 0015. The new total funds obligated to Task order 0015 is now \$116,084.55.

CHANGES FOR LINE ITEM NUMBER: 1
Committed Amount for this amendment: -\$68,915.45

CHANGES FOR ACCOUNTING CODE:
13--T-72BA-303DD2-2505-HQ00BM00--1372BJ5019-001
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Christie M. Deskiewicz	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0015/003

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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount changed from \$110,000.00 to \$109,715.24 CHANGES FOR ACCOUNTING CODE: 14--T-72DP-303DD2-2505-HQ00BM00--1472DP5001-001 Amount changed from \$10,000.00 to \$6,369.31 CHANGES FOR ACCOUNTING CODE: 14-T-72BA-303DD2-2505-HQ00BM00-1472BJ5020-001 Amount changed from \$65,000.00 to \$0.00 Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 01/14/2014 to 01/15/2015				